PCA- Area Education Agency (AEA) Accounts Receivable

Purpose:
To ensure that Area Education Agencies (AEA) have transferred sufficient amounts to the Department of Human Services (DHS) Fiscal Management to cover the non-federal share of monthly Medicaid claims payment.

Identification of Roles:
1. <u>Accounting Assistant or Staff Accountant</u> – Maintains accounts receivable system and prepares Monthly Report.
2. <u>Supervisor or Manager</u> – reviews Monthly Report.

Performance Standards:
No performance standard in the RFP.

Path of Business Procedure:

Place and remove hold on Area Education Agency (AEA) claims in the Medicaid Management information System (MMIS)
A hold on all of the AEA claims is placed by Iowa Medicaid Enterprise (IME) Provider Cost Audit (PCA) Unit for each provider in MMIS and then removed when notified by Department of Human Services (DHS) Fiscal Management.

Step 1: To ensure that no state fiscal year (SFY) claims are paid prior to submission of the monthly base amounts, all AEA claims will be suspended effective 07/01 of each SFY.
   a. Claim hold review date is set as 01/01/64 – 99/99/9999 on screen 4 of the MMIS Provider subsystem.
   b. All claims that would have a paid date of 07/01 or later must be suspended until up-front payment is submitted DHS Fiscal Management.
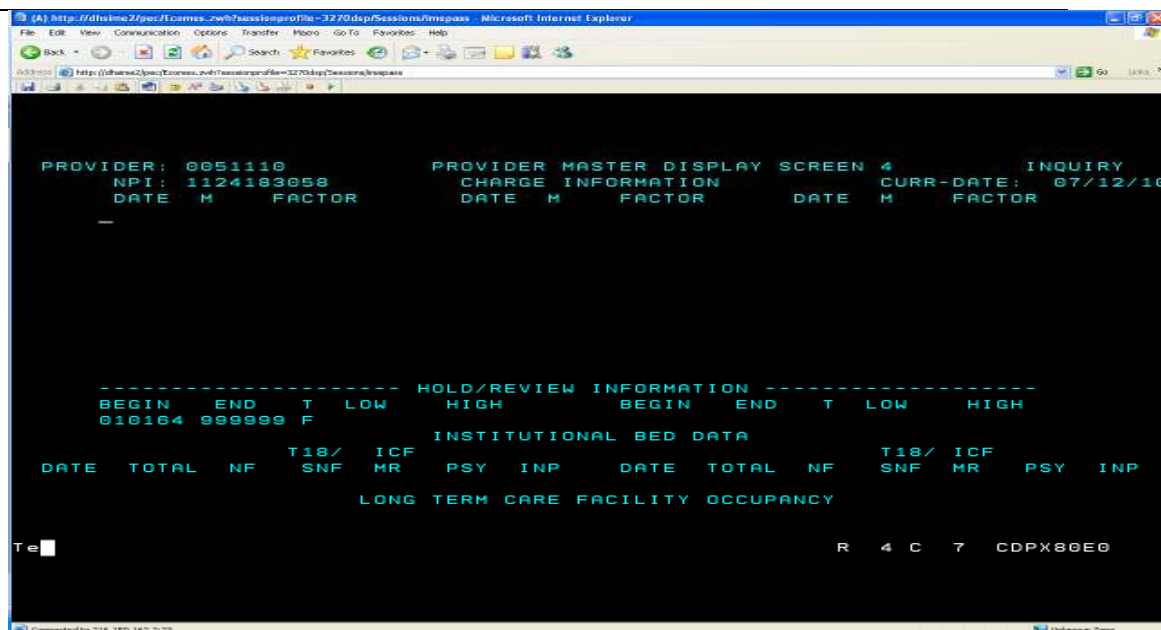
Step 2: Upon notification from DHS Fiscal Management, the claim hold will be removed from the provider file in MMIS.

    a. If the fund balance is zero, all claims for the AEA provider will be suspended until sufficient funds are received by DHS Fiscal Management by placing a claim hold in MMIS.

    b. DHS Fiscal Management will notify IME PCA once additional funds are received so the receivable report can be updated.

    c. IME PCA will remove the claims hold from MMIS.

Accounts Receivable Report

Step 1: IME PCA will use the current accounts receivable process to track receivables.

Step 2: A new company will be established for AEA's with each AEA provider established as a customer and accounts receivable report will be developed.

Step 3: The receivable report will be updated on a monthly basis in order to offset claims payments against the AEA funds received.

Step 4: The receivable report will be uploaded into the data warehouse, along with all other receivable reports.

Post receipts and claim offsets in Accounts Receivable

Step 1: After the AEA funds is posted by DHS Fiscal Management and claims offsets are identified in MMIS, the receipt will be posted in the Accounts Receivable (A/R) system.

Step 2: Open Peachtree and choose "Receipts" from the "Task" menu. The following is a screen shot.

The following screen shot will appear after "Receipts" is chosen.

Step 3:   Click the looking glass to choose the provider name (customer name) you are posting the receipt. The following screen shot will appear after a provider has been chosen.

Prepare Monthly Report for Data Warehouse

Step 1: Prepare monthly report and submit to Data Warehouse. Report will be saved in the DHSIME\ACCT REC directory. The template file is called "AEA AR File Submissions Format" and is saved in the accounts receivable_repayment plan directory.

Step 2: Most of the data for the report will come from Peachtree and will contain the following fields:

   a. Month – This will have to be keyed into the Excel file and represents the last day of the month for which the report is being created.
   b. Recovery_unit – This will have to be keyed into the Excel file. Key PCA.
   c. Entity – This will come from Peachtree and is the customer name.
   d. Entity Nbr – This will come from Peachtree and is the customer id or legacy provider number.
   e. Type – This is the revenue type. Key Pre-Payment in this field.
   f. Invoice date – This will come from Peachtree.
   g. Invoice Nbr – This will come from Peachtree.
   h. Adj Date – This is the date that the check was received at the IME. Not applicable.
   i. Begin_Balance – This will come from Peachtree.

j. Inv Amt – This is completed for new invoices only and will come from Peachtree.
k. Pos Adj Amt – This is used as a way to increase the provider's balance in the future.
l. Pmt Amt – This will come from Peachtree and is the pre-payment amount received via cash/check on the invoice during the month.
m. Offset Amt – This will come from Peachtree and is the amount received via claims offset on the invoice during the month.
n. Red Amt – This is used as a way to decrease the provider's balance without payment being received such as a write off or prior period adjustment.
o. End Amt – This is a formula: Beg Bal (previous ending balance) + invoice amount + Pos Adj – Red Amt.

Forms/Reports:
1. IAMC8000-R001. Weekly Remittance Advice
2. Receivable Report

RFP References:
No RFP Reference

Interfaces:
Medicaid Management Information System (MMIS)
IME Core Unit
Department of Human Services (DHS) Fiscal Management

Attachments:
N/A